

FIRE CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the coordination of Fire Lieutenants and Fire Fighters in a fire station and at the scene of emergencies. Work is performed under the general direction of the Assistant Chiefs or Fire Chief. The Fire Captain manages the station facility and /or fire company; directing Fire Lieutenants and Firefighters engaged in equipment and building maintenance tasks, as well as training exercises. The incumbent monitors the activities of personnel under his/her command, evaluates their work, and enforces department policies relating to the effective and efficient provision of services. At the scene of an emergency, the incumbent assumes command of subordinate personnel, pending the arrival of the Assistant Fire Chief or Fire Chief. . The incumbent assumes the duties of the Assistant Fire Chief in their absence. Does related work as required

TYPICAL WORK ACTIVITIES:

Exercise command and control of their respective fire company.

Function as the Incident Commander at emergency scenes until relieved by a higher ranking officer.

Plans, organizes, assigns, and evaluates the work of Fire Lieutenants and Firefighters;

Directs the work of firefighters on a daily basis at emergency scenes, details, and in quarters;

Responds to calls for service assigned to their company;

Supervises emergency medical services activities;

Assumes command of the shift in the absence of a superior;

Manages the inventory and equipment of their assigned company and makes recommendations on changes;

Compiles data and creates reports related to their company's activities, equipment and personnel;

Makes budget recommendations for their assigned company and their assigned programs;

Ensures communication of information among personnel assigned to the company;
Communicates necessary information related to both emergency and administrative matters up and down the chain of command;
Promotes the development of personnel assigned to their company;
Ensures discipline of personnel assigned to their company;
Ensures that tasks assigned to their company are completed and that those tasks assigned to subordinate officers or firefighters are completed;
Sets company policy and duties related to their assigned company;
Inspects equipment, grounds, and station to insure proper order and condition;
Inspects buildings for fire hazards;
Enforces policies, procedures and performance standards to ensure efficient and effective services;
Makes daily report of personnel and activities;
Trains and drills subordinates on fire fighting techniques, department policies and procedures.
Performs other duties as assigned by the Fire Chief or Assistant Fire Chief.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern fire fighting and fire prevention methods, practices and equipment;
Good knowledge of the city's building code and fire prevention laws and ordinances;
Good knowledge of the geography and building conditions of the city;
Good knowledge of the principles and practices of supervision;
Thorough knowledge of the rules and regulations of the Fire Department;

Thorough knowledge of emergency medical practices, techniques and procedures;

Thorough knowledge of the use and maintenance of firefighting equipment;

Good knowledge of the New York State Fire and Building Code;

Ability to recognize fire hazards and corrective action needed;

Ability to plan and supervise the work of subordinates;

Ability to react calmly and efficiently at emergency scenes;

Ability to utilize technology and software to maintain records, extract data and create reports;

Ability to communicate effectively with their supervisors, peers, subordinates, and the public both verbally and in writing;

Resourcefulness;

Sound judgment in emergencies;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience as an Auburn Fire Lieutenant.

Revised 2/9/2015